

# Office of Human Capital

“Building tomorrow’s workforce today”



**Resume Writing and Applying to  
Vacancy Announcements via  
USAJOBS**



# **Purpose of Briefing**

**To assist employees in creating “whole person” resume(s) that best represents their skills and competencies**

**To familiarize employees with USAJOBS On-line Resume Builder**



## USAJOBS Resume

Provides an on-line way to create and submit your resume(s)

Formats your resume(s) and includes all necessary information

Enables you to save your resume(s) at any time and access it later to edit

Enables you to apply for jobs using the “Apply Online” feature

NASAJobs web site has an on-line Applicant Guide to help you

# **Searching for Vacancy Announcements and How to Apply**

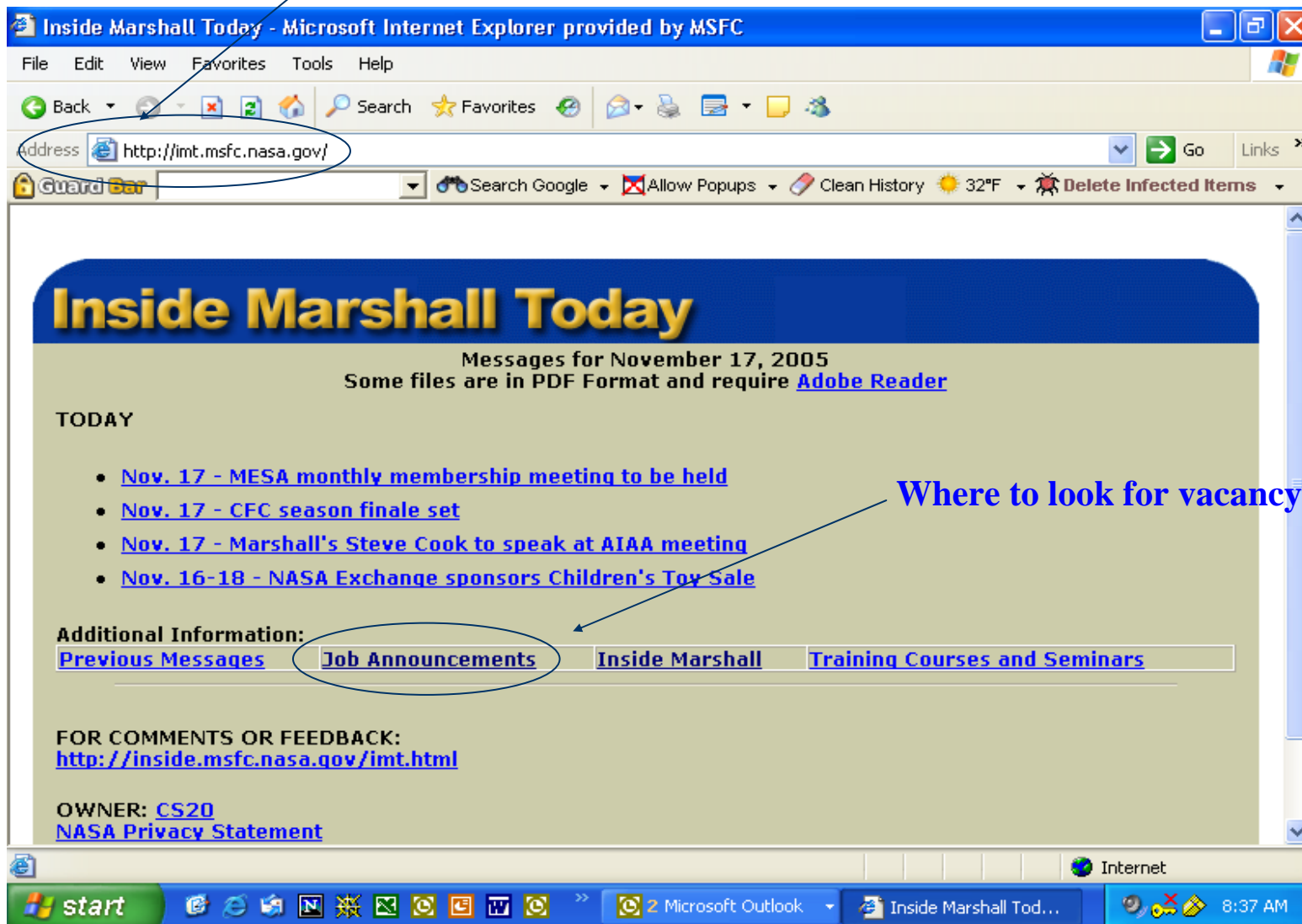
**There are multiple web sites in which you can search for NASA vacancy announcements**

**[USAJOBS.OPM.GOV](https://usajobs.opm.gov) (can only see external vacancy announcements)**

**[NASAJOBS.NASA.GOV](https://nasajobs.nasa.gov) (can see both external and internal vacancy announcements)**

**[Inside Marshall](#)**

## URL to access "Inside Marshall Today"



Inside Marshall Today - Microsoft Internet Explorer provided by MSFC

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Address <http://imt.msfc.nasa.gov/> Go Links

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## Inside Marshall Today

Messages for November 17, 2005  
Some files are in PDF Format and require [Adobe Reader](#)

TODAY

- [Nov. 17 - MESA monthly membership meeting to be held](#)
- [Nov. 17 - CFC season finale set](#)
- [Nov. 17 - Marshall's Steve Cook to speak at AIAA meeting](#)
- [Nov. 16-18 - NASA Exchange sponsors Children's Toy Sale](#)

Additional Information:

[Previous Messages](#) [Job Announcements](#) [Inside Marshall](#) [Training Courses and Seminars](#)

FOR COMMENTS OR FEEDBACK:  
<http://inside.msfc.nasa.gov/imt.html>

OWNER: [CS20](#)  
[NASA Privacy Statement](#)

start 2 Microsoft Outlook Inside Marshall Tod... 8:37 AM

Where to look for vacancy announcements

MSFC Vacancy Announcements - Microsoft Internet Explorer provided by MSFC

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Address [http://announcements.msfc.nasa.gov/msfc\\_jobs.html](http://announcements.msfc.nasa.gov/msfc_jobs.html) Go Links

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## Inside Marshall

MSFC Vacancy Announcements  
(last updated 11.16.05)

View the full NASA STARS announcement [HERE](#)

**Competitive Announcement**  
Announcement # MS06C0018  
Team Lead, Aerospace Engineer  
GS-0861-14, Promotion Potential to GS-15  
Space Shuttle Projects Office  
Reusable Solid Rocket Motor Project  
Open: 11/02/2005  
**Close: 11/18/2005**  
Contact: Dana Blaine, 544-7514

**Competitive Announcement**  
Announcement # MS06C0019  
Aerospace Engineer  
GS-0861-14 (AST-Liquid Propulsion Systems)  
Space Shuttle Propulsion Office  
Space Shuttle Main Engine Project  
Open: 11/02/2005  
**Close: 11/18/2005**

<https://ifmpmsfc11.ifmp.nasa.gov/nasa/JobPosting/> Internet

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Takes you to NASASTARS Job Search

NASA - NASA Jobs - STARS - Microsoft Internet Explorer provided by MSFC

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Address <https://ifmpmsfc11.ifmp.nasa.gov/nasa/JobPosting/14e58ea8a1bb107a416c0c6da5625a41> Go Links

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NASA National Aeronautics and Space Administration  
**NASA JOBS**

**NASA STARS Job Search**

**IMPORTANT INFORMATION: USAJOBS is experiencing technical difficulties with the "NASA civil servant job search" page. The search page does not show all Centers and occupational series for which NASA currently has vacancies. To ensure that you see all announcements in which you may be interested, we strongly recommend that you select "National Aeronautics and Space Administration" (rather than an individual Center) and review the complete list of vacancies.**

NASA STARS is now partnered with the Office of Personnel Management's USAJOBS site to bring you a fully integrated application process. All job searching is hosted by USAJOBS, as are other applicant service features such as the job notification service.

For more information on our application process, go to [NASAJOBS](#).

**Public Job Search**

If you are not currently a NASA employee, please select the Public job search link below to search for jobs. The job search site will provide you the opportunity to specify your search criteria.

With a USAJOBS account, you may also create and save search agent(s) that will notify you as new jobs are

**Public Job Search**

NASA Applicant Guide  
FAQ  
USAJOBS resume  
Public Job Search  
NASA Civil Servant Job Search  
NASA Jobs Home  
10 Point Preference Eligible Info

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If you select this link, you will NOT see the INTERNAL NASA and MSFC vacancy Announcements.



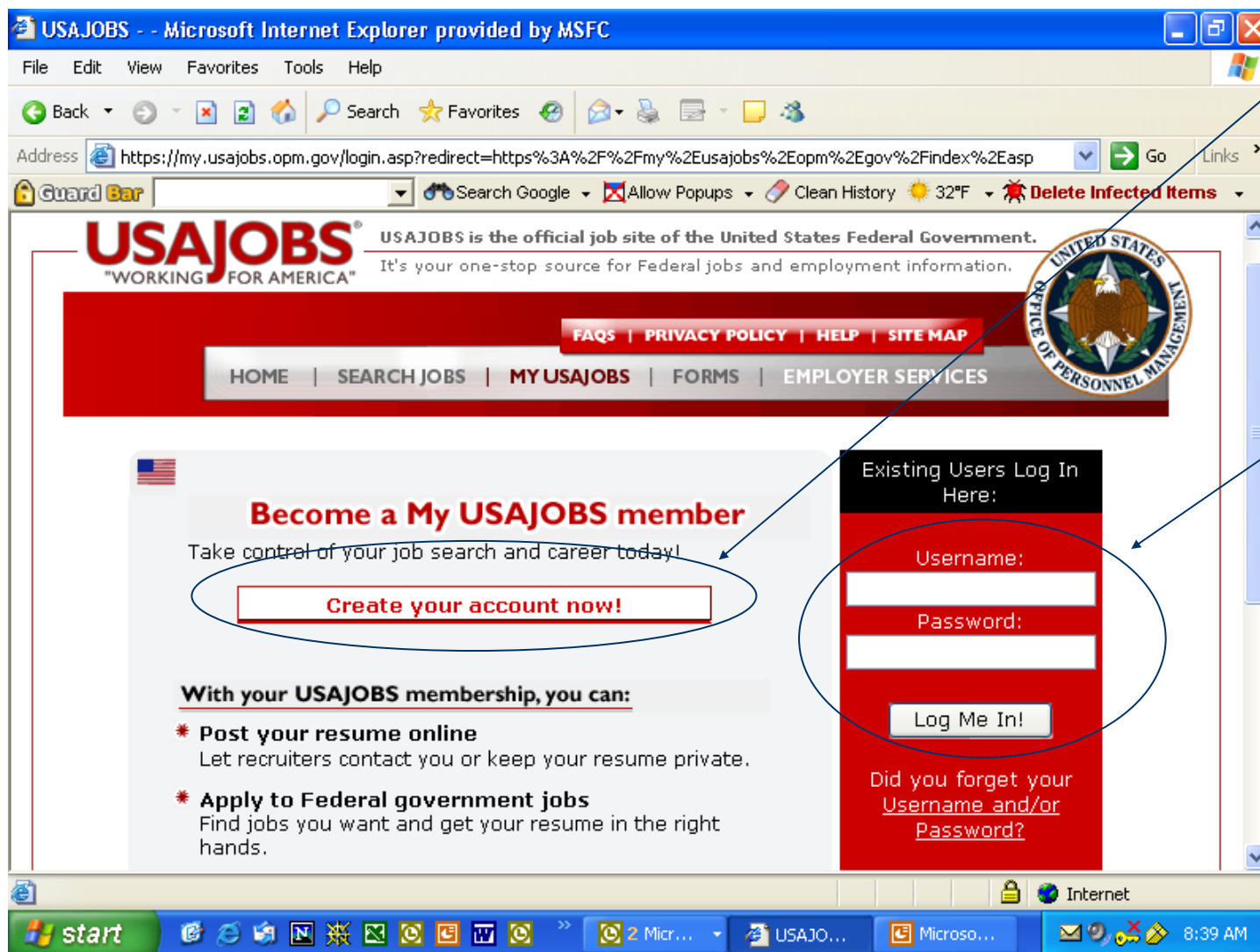
Where you will find  
the INTERNAL  
Vacancy  
Announcements

Important to reading!

Selecting this  
link WILL  
take you to  
INTERNAL  
and EXTERNAL  
NASA Vacancy  
Announcements

Where you can create  
Your NEW USAJOBS  
Resume





USAJOBS - Microsoft Internet Explorer provided by MSFC

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Address <https://my.usajobs.opm.gov/login.asp?redirect=https%3A%2F%2Fmy%2Eusajobs%2Eopm%2Egov%2Findex%2Easp> Go Links

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"WORKING FOR AMERICA"

USAJOBS is the official job site of the United States Federal Government.  
It's your one-stop source for Federal jobs and employment information.

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**Become a My USAJOBS member**  
Take control of your job search and career today!

**Create your account now!**

**Existing Users Log In Here:**

Username:  
Password:

**Log Me In!**

Did you forget your Username and/or Password?

With your USAJOBS membership, you can:

- \* Post your resume online**  
Let recruiters contact you or keep your resume private.
- \* Apply to Federal government jobs**  
Find jobs you want and get your resume in the right hands.

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Where you begin to develop your USAJOBS Resume Account – Remember you can now have up to five (5) resumes

If you already have a USAJOBS Resume built, login here.



## USAJOBS

**Writing your resume...**

# Getting Started

Think about career goals

Review job announcements – specifically the **“Duties”** section of the job announcement, as well as the **“Specialized experience required”** under the Qualifications section of the vacancy announcement

Make a list:

- Positions, titles, series and grades

- Education

- Recent job-related training

Adjust your focus from form-based applications

# **Describing your Experience**

**Highlight your major duties as they are related to the “Duties” in the vacancy announcement.**

**Prioritize (most recent experience first)**

**Concentrate on what you did**

**Identify important tasks/special projects**

## **Examples of Job Duties**

**Conducts scientific studies on the effects of gravity on.....**

**Monitors contractor performance**

**Calculates the flow rate of .....**

**Managed a software development team**

**Administered a local area network**

# **Resume Writing Style**

**Be specific**

**Spell it out (remember, spell acronyms out once on each page)**

**Use action words**

**Use technical terms**

**Name the tools**

**Use simple sentences**

**Emphasize nouns and verbs; avoid flowery adjectives**

**Be concise**

# Be Specific

**DON'T write...**

**“Responsible for compiling system engineering data.”**

**DO write...**

**“Compiled inputs from multiple Engineering Directorate organizations to present to upper level management”.**

## Spell it Out

**Avoid using jargon, abbreviations, and acronyms, unless they are common to a job field.**

**Spell out, at least once, the meanings of any abbreviations and acronyms you use.**



## Examples of Action Words

***“Designed and implemented*** an engineering flight system plan for ...”

***“Assisted*** in *building a glovebox for on-orbit use...*”

***“Prepared and presented*** a science research report to NASA headquarters on ...”



## Action Verbs

**Accelerated**

**Accomplished**

**Achieved**

**Adapted**

**Administered**

**Analyzed**

**Approved**

**Conceived**

**Conducted**

**Completed**

**Controlled**

**Coordinated**

**Created**

**Delegated**

**Demonstrated**

**Designed**

**Developed**

**Directed**

**Earned**

**Effected**

**Eliminated**

**Established**

**Evaluated**

**Expanded**

**Expedited**

**Facilitated**

**Found**

**Generated**

**Increased**

**Influenced**

**Implemented**

**Initiated**

**Instructed**

**Interpreted**

**Improved**

**Inspected**

**Launched**

**Led**

**Lectured**

**Maintained**

**Managed**

**Mastered**

**Motivated**

**Operated**



## Other Action Verbs

**Ordered**  
**Originated**  
**Organized**  
**Participated**  
**Performed**  
**Planned**  
**Pin-pointed**  
**Prepared**  
**Produced**  
**Programmed**  
**Proposed**

**Proved**  
**Provided**  
**Proficient in**  
**Purchased**  
**Recommended**  
**Reduced**  
**Reinforced**  
**Reorganized**  
**Revamped**  
**Revised**  
**Reviewed**

**Scheduled**  
**Simplified**  
**Set up**  
**Solved**  
**Structured**  
**Streamlined**  
**Supervised**  
**Supported**  
**Surpassed**  
**Taught**  
**Trained**

**Translated**  
**Used**  
**Utilized**  
**Won**  
**Wrote**

# Use Technical Terms

*“Solid Rocket Booster (SRB) program initiatives”*

*“Assigned task as a Contracting Officer’s Technical Representative (COTR)”*

*“Prepared Request for Proposal (RFP)”*

## Other Required Job Information

**For each job list...**

**Dates: month and year, start and end**

**Employer's name and address**

**Position title, pay plan, series, grade (*if Federal*)**

**Date of last promotion (*if Federal position*)**

**Indicate if Federal position was permanent, term or temporary**

**Annual salary**

**Hours worked per week**

**Supervisor's name and telephone number**

**All major tasks**

**IMPORTANT NOTE: Do NOT lump all your job experience in one block; example: do not put the GS-13, GS-14 experience all Together; nor put your GS-7, 9, 11, 12 all together**

# Formal Education

**List colleges and universities:**

**Degree awarded**

**Major field of study**

**Name of school**

**Year degree awarded**

**High school:**

**List highest grade completed, year graduated, or year**

**Diploma/GED awarded**

## Other Information

**‘Related Information’ enables you to highlight:**

**Special Presentation/Briefing, licenses, or certificates you received**

**Training Courses**

**Publications you have authored (co-authored)**

**Awards you have received, that are relevant to the type of position you are seeking, or**

**Language skill, honor society membership, etc.**

# Quality Check

## Proofread and Spell Check

### Questions to answer:

**Would a third party understand my resume?**

**Have I included unimportant information?**

**Have I omitted something important?**



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Address <http://jobsearch.usajobs.opm.gov/a9nasai.asp> Go Links

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**Agency Search** ⓘ

----- Select all -----

- NATIONAL AERONAUTICS & SPACE ADMINISTRATION
  - Ames Research Center
  - George C. Marshall Space Flight Center
  - Goddard Space Flight Center
  - Headquarters
  - John C. Stennis Space Center
  - John F. Kennedy Space Center

**Keyword Search:** ⓘ

(e.g.: Job Title, Agency Name, Vacancy Announcement #, Control #) [More Tips](#)

Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers).

**Series Number Search** ⓘ

**Occupational Series** ⓘ

-----Select All-----

Done Internet

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Select the NASA  
Center for  
Vacancy  
Announcements

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Address <http://jobsearch.usajobs.opm.gov/a9nasai.asp> Go Links

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**Applicant Eligibility** ⓘ  
Are you a:

- Permanent Federal employee in a competitive position, excepted service position covered by an interchange agreement or eligible for reinstatement?
- Veteran eligible for veterans' preference or separated from the armed forces under honorable conditions after 3 years or more of continuous military service?
- Person with non-competitive appointment eligibility?

☐ No ☒ Yes

**SEARCH FOR JOBS**

**Better Job Search Results!**  
New sorting features to customize your job search results and highlight the information that's most important to you. [View our sample Job Search results page.](#)

**Resume Builder**  
If you would like to post a resume on USAJOBS to apply online, or would like to edit your posted resume, our simple [Resume Builder](#) will help in a few short steps.

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Read carefully – Select “Yes”  
You will see internal NASA  
Vacancy Announcements;  
Select “No” you will only  
See external NASA Vacancy  
Announcements

Click here to see Vacancy  
Announcements at location(s)  
you identified on previous  
page

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Address <http://jobsearch.usajobs.opm.gov/jobsearch.asp?jbf574=NN62%2CNNXX&q=&jbf522=&FedEmp=Y&brd=3876&vw=d&ss=i> Go Links

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Jobs 1 to 3 of 3 Show Jobs Opening: All Jobs

View: [Brief](#) | **Detailed**

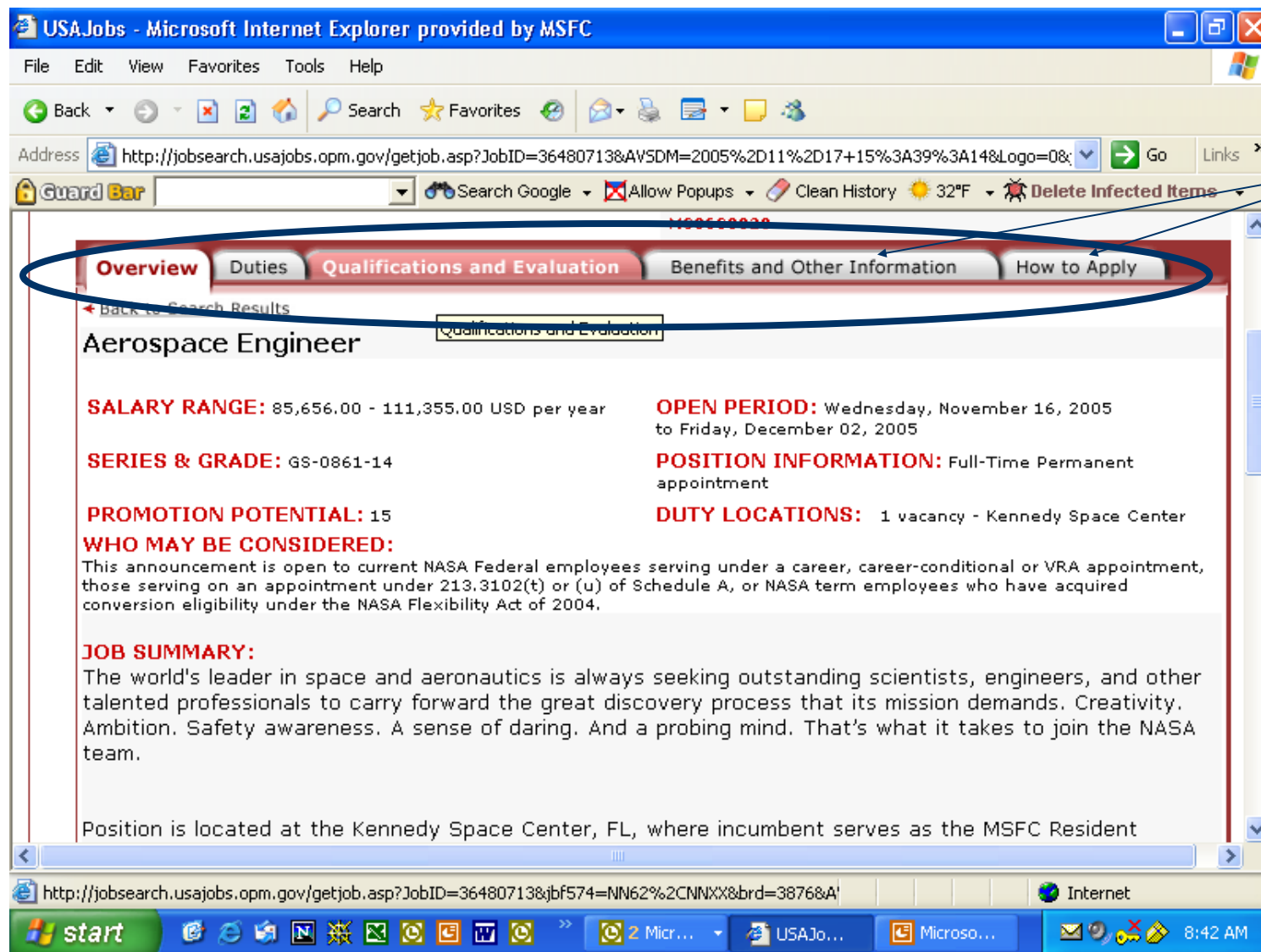
Opening Date	Job Summary	Agency	Location
Nov 16, 2005	<a href="#">Aerospace Engineer</a> Position is located at the Kennedy Space Center, FL, where incumbent serves as the MSFC Resident Representative and is the MSFC Lead Engineer for all technical aspects of the Reuseable Solid Rocket Mo ... <a href="#">[more]</a>	NASA, George C. Marshall Space Flight Center	US-FL- Kennedy Space Center
Nov 4, 2005	<a href="#">Aerospace Engineer</a> Serves as the Space Shuttle Main Engine Project focal point for systems requirements regarding Space Shuttle Main Engine integration. Works to resolve all Space Shuttle Main Engine systems issues need ... <a href="#">[more]</a>	NASA, George C. Marshall Space Flight Center	US-AL- Huntsville

**Vacancy Ann. #:** MS06C0020  
**Who May Apply:** Agency Employees Only  
**Pay Plan:** GS-0861-14  
**Appointment Term:** Permanent  
**Job Status:** Full-Time  
**Closing Date:** 12/02/2005  
**Salary:** From 85,656.00 to 111,355.00 USD per year

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Top level image on listings of current open Vacancy Announcements

Click here to view total Vacancy Announcement



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Address <http://jobsearch.usajobs.opm.gov/getjob.asp?JobID=36480713&AVSDM=2005%2D11%2D17+15%3A39%3A14&Logo=0&...> Go Links

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**Overview** Duties **Qualifications and Evaluation** Benefits and Other Information How to Apply

← Back to Search Results

## Aerospace Engineer

**SALARY RANGE:** 85,656.00 - 111,355.00 USD per year

**OPEN PERIOD:** Wednesday, November 16, 2005 to Friday, December 02, 2005

**SERIES & GRADE:** GS-0861-14

**POSITION INFORMATION:** Full-Time Permanent appointment

**PROMOTION POTENTIAL:** 15

**DUTY LOCATIONS:** 1 vacancy - Kennedy Space Center

**WHO MAY BE CONSIDERED:**  
This announcement is open to current NASA Federal employees serving under a career, career-conditional or VRA appointment, those serving on an appointment under 213.3102(t) or (u) of Schedule A, or NASA term employees who have acquired conversion eligibility under the NASA Flexibility Act of 2004.

**JOB SUMMARY:**  
The world's leader in space and aeronautics is always seeking outstanding scientists, engineers, and other talented professionals to carry forward the great discovery process that its mission demands. Creativity. Ambition. Safety awareness. A sense of daring. And a probing mind. That's what it takes to join the NASA team.

Position is located at the Kennedy Space Center, FL, where incumbent serves as the MSFC Resident

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Use tabs to review  
each section of  
the Vacancy  
Announcement

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Address <http://jobsearch.usajobs.opm.gov/getjob.asp?JobID=36480713&AVSDM=2005%2D11%2D17+15%3A39%3A14&Logo=0&...> Go Links

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[Back to Search Results](#)

[Overview](#) | [Duties](#) | [Qualifications and Evaluation](#) | [Benefits and other Information](#) | [How to Apply](#)

[APPLY ONLINE](#) [PRINT PREVIEW](#) [EMAIL A FRIEND](#)

**Send Mail**

Send Mail to:  
NASA's Resume Operations Center  
Mailstop: HS50  
Marshall Space Flight Center, AL 35812

**Questions?**

For questions about this job:  
Dana Blaine  
Phone: 256-544-7514  
Internet: Dana.M.Blaine@nasa.gov

USAJOBS Control Number: 547228

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#)  
[Legal and Regulatory Guidance](#)

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You are ready to  
Apply to the Vacancy  
Announcement – Click  
On “Apply Online”

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Address <https://my.usajobs.opm.gov/login.asp?redirect=https%3A%2F%2Fmy%2Eusajobs%2Eopm%2Egov%2Fapply%2Easp%3F> Go Links

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## Become a My USAJOBS member

Take control of your job search and career today!

[Create your account now!](#)

**With your USAJOBS membership, you can:**

- \* **Post your resume online**  
Let recruiters contact you or keep your resume private.
- \* **Apply to Federal government jobs**  
Find jobs you want and get your resume in the right hands.
- \* **Receive automated job alerts**  
Create Job Agents for updates on the latest listings.

Existing Users Log In Here:

Username:  
Debbie.Longeddy

Password:  
.....

[Log Me In!](#)

Did you forget your [Username](#) and/or [Password](#)?

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Need to Login  
here to access your  
resumes

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Address <https://my.usajobs.opm.gov/apply.asp?JobID=36480713&redirect=http%3A%2F%2Fjobsearch%2Eusajobs%2Eopm%2Eg> Go Links

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It's your one-stop source for Federal jobs and employment information.

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Log Out

**Apply Online** to the following job:

Job Title: Aerospace Engineer  
Agency: George C. Marshall Space Flight Center, NASA  
Job Location: Kennedy Space Center, Florida

**Resume** - Select one of your stored resumes to send:

Select  
1. Resume1

Apply for this position now!

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Select a Resume  
you have Developed

Remember, you  
can have as many  
as five (5) resumes  
on file with  
USAJOBS

You've selected a  
resume – now you  
apply by clicking  
here



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Address <https://my.usajobs.opm.gov/ecatapplypost.asp?JobTitle=Aerospace+Engineer&resumeid=78363060&JobID=36480713&rec> Go Links

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**USAJOBS**<sup>®</sup> USAJOBS is the official job site of the United States Federal Government.  
"WORKING FOR AMERICA" It's your one-stop source for Federal jobs and employment information.

**We are now bringing you to the system used by the  
George C. Marshall Space Flight  
Center  
to complete the application process.  
You'll be returned to USAJOBS upon completion.**

(Your browser should automatically take you there in 15 seconds.)

Done Internet

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## READ CAREFULLY!!!!

This is a two-step process and you **MUST** complete both steps before your resume is fully accepted into the Resume system!

You must wait for 15 secs for system to take you to NASAJOBS site to complete the application process.



NASA - NASA Jobs - STARS - Microsoft Internet Explorer provided by MSFC

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Address <https://ifmpmsfc11.ifmp.nasa.gov/ROSI/Welcome/> Go Links

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NASA Applicant Guide

FAQ

USAJOBS resume

Public Job Search

NASA Civil Servant Job Search

NASA Jobs Home

10 Point Preference Eligible Info

+ Helpdesk Support

## Welcome to NASA STARS

### The NASA Staffing and Recruitment System

You have taken the first step in applying for the following:

MS06C0020  
AEROSPACE ENGINEER  
Kennedy Space Center, FL  
Full-Time Permanent appointment

TO RECEIVE CONSIDERATION, YOU MUST SUBMIT A RESUME AND ANSWER NASA-SPECIFIC QUESTIONS. THE NASA QUESTIONS APPEAR AFTER YOU SUBMIT YOUR RESUME AND ARE TRANSFERRED TO A NASA WEB SITE. IF YOU SUCCESSFULLY APPLY, USAJOBS WILL SHOW YOUR APPLICATION STATUS AS "RESUME RECEIVED - COMPLETE." IF YOUR STATUS IS "APPLICATION STARTED," YOU HAVE NOT SUCCESSFULLY APPLIED. DO NOT RELY ON A USAJOBS EMAIL TO CONFIRM SUCCESSFUL APPLICATION; ONLY AN EMAIL FROM NASA CONFIRMS SUCCESSFUL APPLICATION.

In addition to sending us your USAJOBS resume, these additional steps are required in order to complete your application.

1. You will be asked to complete a short series of screening questions to confirm your interest and eligibility for this position.
2. We will verify that your resume meets our maximum length requirements. If it is too long, we will ask you to return to USAJOBS, edit your resume, and re-apply.
3. You will be asked to complete a short series of Supplemental Information questions.

Done Internet

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Again, READ CAREFULLY!

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NASA Civil Servant Job Search

NASA Jobs Home

10 Point Preference Eligible Info

+ Helpdesk Support

APPLICATION STATUS AS "RESUME RECEIVED - COMPLETE. IF YOUR STATUS IS "APPLICATION STARTED," YOU HAVE NOT SUCCESSFULLY APPLIED. DO NOT RELY ON A USAJOBS EMAIL TO CONFIRM SUCCESSFUL APPLICATION; ONLY AN EMAIL FROM NASA CONFIRMS SUCCESSFUL APPLICATION.

In addition to sending us your USAJOBS resume, these additional steps are required in order to complete your application.

1. You will be asked to complete a short series of screening questions to confirm your interest and eligibility for this position.
2. We will verify that your resume meets our maximum length requirements. If it is too long, we will ask you to return to USAJOBS, edit your resume, and re-apply.
3. You will be asked to complete a short series of Supplemental Information questions.

You will not receive consideration for this position unless you complete the entire process by the closing date of the announcement. Once you have completed these steps, you will be returned to USAJOBS.

NOTE: Using the "Back" button on your browser will cause you to lose information, unless you have clicked the "Save and Continue" button at the bottom of the page. If you exit the system, information from incomplete applications is not saved.

Cancel Save & Continue

NASA Official: Vicki Sensiba

Done Internet

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Next screen you will answer the questions, then you are asked to "Submit".

Next screen Asks you to Wait; then you will be returned to USAJOBS screen. You are now finished applying!

NASA - NASA Jobs - STARS - Microsoft Internet Explorer provided by MSFC

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Address [https://ifmpmsfc11.ifmp.nasa.gov/nasa/info/applicant\\_guide.html](https://ifmpmsfc11.ifmp.nasa.gov/nasa/info/applicant_guide.html) Go Links

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 National Aeronautics and Space Administration  
**NASA JOBS**

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 Public Job Search  
 NASA Civil Servant Job Search  
 NASA Jobs Home  
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## NASA STARS Applicant Guide

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9. Preparing Your Resume
10. Process Overview

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